

**PENDER ISLAND PUBLIC LIBRARY ASSOCIATION
BOARD MEETING JUNE 17, 2019, 10.00 AT THE LIBRARY**

Board members present: Penny Finkbeiner (Chair), Judy Pullen (Treasurer), Ralph Dawson, Laura Vilness, Joanne Peacock, Lyn Greenhill (Secretary), Dianne Wilson (ViceChair)

Others present: Carmen Oleskevich (Library Manager)

Regrets: Lori Ragan

1. **CALL TO ORDER:** 10:00 a.m.

Quorum achieved.

2. **APPROVAL OF AGENDA:** M/S/C that the agenda be approved as circulated

3. **APPROVAL OF MINUTES:** M/S/C that the minutes of May 13, 2019 be approved as circulated.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**

- **Progress on Action Items**

Penny: Executive Committee change of name made, still working on minimum minutes standards

Dianne: Will deal with action items at next meeting, asked for gift policy thoughts to be forwarded

Carmen: Is the action list taking precedence over other things to be done, and is it taking the place of the strategic plan? Discussion ensued on what warrants being an action item. As a lot don't have any timeline, the tendency is to act as if it must be done now, so it was suggested to add a deadline. That deadline can be negotiated and possibly revised if necessary. Penny suggested as the items are completed, they should be reported. It was suggested that we explicitly cross off items if, when reviewed, we think they are not of value. Discussion resulted in some items removed, and some changes in person/group responsible.

5. **CORRESPONDENCE**

- **PIRAHA** - Lyn

Lyn highlighted her report. Following a discussion on the amount we pay for rent, and the fact it was only an oral agreement, it was decided that we need a written agreement on rent amount. This agreement could include an annual increase of some sort based on an index, or negotiation.

ACTION: The Finance committee was asked to discuss options and draft a rental agreement that sets out amounts and possible increases for discussion by the Board.

ACTION: Lyn is to notify PIRAHHA that we are interested in discussing a written rent payment agreement.

Lyn noted that a new Library representative for the PIRAHHA Board will be needed in March 2020.

6. **COMMITTEE AND OFFICERS REPORT**

i. **Finance Committee** (report attached) - Carmen

Carmen has been successful in having the Library Services Branch agree that we need to report only Pender's financials in the annual SOFI report, as long as we have the information for the other Libraries available if needed.

ii. **Executive Report** - no report

iii. **Facility Management Committee** (report attached) - Carmen, Penny, Ralph
We have received the full well water testing report, and the results are within all chemical and microbial parameters. Iron is a little higher than normal so Carmen is waiting for any response from the Island Health Authority.

Carmen gave a description of the bollards to be placed in front of the front door.

Carmen also noted that the flagpole is leaning, and that it was originally erected by the Library.

iv. **Policy Committee** (report attached)- Dianne, Laura

Dianne highlighted the report, and noted the review will be fairly lengthy. This review will generalize many of the policies, and streamline and make current the content. She noted that only one electronic copy will be available which can be shared but not altered except by the committee with permission of the Board. The Board concurred with the new approach.

v. **Board Development Committee** - no report

vi. **Volunteers Committee** (report attached) - Joanne

It was suggested that the new shelf reader work on a schedule rather than drop-in.

Following discussion on volunteers stepping down, it was suggested that a “thank you” be sent from the Volunteer committee and Board Chair immediately upon a volunteer stepping down. Carmen noted that as Library Manager she thanks everyone personally when they tell her they are stepping down.

ACTION: A timely email announcing new and/or leaving volunteers should be circulated to all volunteers by the Volunteer committee and/or the Library Manager.

7. **LIBRARY MANAGER’S REPORT**

Carmen highlighted the Library Manager bootcamp she attended and noted it was the most significant professional training she has had.

Carmen and Lynda have interviewed and hired a summer student who will start the first week of July at two days a week.

8. **OTHER BUSINESS**

- **Constitution**

This item was deferred to the next meeting. We are to review with an eye to having any changes ready for the AGM in March 2020. Ralph will circulate his suggestions for Bylaw items. Please comment on the election process and Board member abilities chart.

ACTION: Ralph has volunteered to guide the revision of constitution and bylaws. This review is to be completed by year end 2019.

- **Book disposal/recycling**

Many venues have been researched and tried, all off-island. Value Village has been tested for receiving the volume we will have and the condition of books that they want, and books are now being stripped for retail. The Library will pay for ferry cost and mileage for volunteers. Peter Wilson has offered, as well as Kevin Gosling, and Ralph Dawson . A regular amount of about 10 boxes would be the usual schedule.

9. **ITEMS FOR UPCOMING AGENDAS**

a. Lease rental agreement

10. **NEXT REGULARLY SCHEDULED MEETING**

July 29, 2019 at 10 a.m. at the library

11. ADJOURNMENT

11:55 a.m.

Notes by Lyn Greenhill